

**CONFIDENTIAL**

SUS

27 October 1972

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. COURSE MATTERS

1. Field Administration

a. The Field Administration course which starts Monday, 30 October, will have the largest student body in over a year. At the urgent request of the NE Division's Training Officer, the maximum of 15 established for this course was relaxed to admit an extra student, who would be unable otherwise to receive this training before her departure date for an overseas assignment.

b. A former student of this course (the 5-23 June 1972 running) was given a half-day refresher in Class B Financial Accounting Procedures. She is leaving for her PCS assignment [REDACTED] on 31 October.

2. Reading Improvement and Effective Writing

To date, 51 applications have been received for the next Reading Improvement course, which starts 7 November, and 30 applications for the Effective Writing Workshop, which starts 6 November. Class sizes are currently limited to 22 for the reading course and 12 for the writing. The remaining applicants will be scheduled for later runnings.

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3. Office Management

25X1A

The first running of this course was conducted [REDACTED] during the period 24-26 October. Thirteen students representing all four Directorates attended. Results: BULL'S-EYE!

4. Fundamentals of Supervision and Management

There are thirty-four students (8 females) enrolled in the 12th running of the FSM course, 30 October - 3 November 1972. Our prime customers for this course continue to be NPIC, the Office of Communications and the Office of Logistics -- accounting for 28 students.

GENERAL

25X1A

1. On 25 October, [REDACTED] represented the Support School at a demonstration in the CIA Library of the TWX Model 35 teletypewriter terminal. The TWX terminal has access at present to two data banks -- one at the National Medical Library and one at the Office of Education. The Language School and ISS also were represented at the demonstration. The terminal, as it is now, seems to offer only a marginal potential to the Support School.

[REDACTED]  
Chief, Support School, OTR

25X1A

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